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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050041-7

24 August 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Proposed R [ ] Transmission and Control of  
Classified Matter

3. Recommend that the inventory and <sup>reporting</sup> requirements of  
paragraph 3c(3)(f) on page 14 be stated as follows:

(f) Inventory and Accountability Control

As of 15 June and 15 December of each year,  
Area and Unit Custodians of Registered Docu-  
ments will inventory the registered documents  
in their custody and submit a report thereon  
to the CIA Custodian of Registered Documents.  
Form No. 303, Registered Material Transfer  
Certificate and Semiannual Report, shall be  
used to report this inventory.

2. This suggested revision was discussed with [ ]  
Office of Security, and [ ] CIA Custodian of Registered  
Documents.

[ ]  
Records Management Officer for  
Reports and Correspondence

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PROCEDURE FOR PROCESSING AND REPORTING CASES INVOLVING RELIEF  
FROM ACCOUNTABILITY FOR CONFIDENTIAL FUNDS

TYPE OF CASE OR REPORT	PROCEDURE					
	OPERATING OFFICIAL	COMPTROLLER	BOARD OF REVIEW	DD/P	DD/S	COMPTROLLER
Loss or shortage (\$500 or less)	Reports to Comptroller through Finance Division.	Determines final action, basing decision on opinion of Board if he desires its review.	Reviews case if requested to do so by the Comptroller, and renders opinion.			
Loss or shortage over \$500)	Reports to Comptroller through Finance Division.	Reviews and submits case to Board of Review.	Reviews case and renders report to DD/S.		Reviews case, determines final action, and advises Comptroller.	Advises Board and Operating Official of DD/S decision.
Advance account charge-offs (\$500 or less)	Reports to either the Comptroller through Finance Div., or directly to the DD/P *	Determines final action, basing decision on opinion of Board if he desires its review.	Reviews case if requested to do so by either the Comptroller or the DD/P, and renders opinion.	Determines final action, basing decision on opinion of Board if he desires its review.		
Advance account charge-offs (Over \$500)	Reports either to the Comptroller through Finance Div., or directly to DD/P. *	Reviews and submits case to Board of Review.	Reviews case and renders report to DD/S.	Reviews and submits case to Board of Review	Reviews case, determines final action, and advises Comptroller.	Advises Board and Operating Official of DD/S decision.
Annual report (feeder)				Renders report to Comptroller on charge-offs of advances approved by the DD/P.		
		Reports to DD/S on total losses, shortages, or advances of funds charged off during fiscal year.				

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\* Cases involving advance accounts originating within the Office of the DD/P shall be reported directly to DD/P.